

DDD Team Meeting Checklist

Pre-meeting expectations

Annual

- ☐ ISC reviews/discusses current services and providers with participant and/or guardian. Confirms provider choices and Individually-selected Service Coordinator schedules the meeting
- ☐ Team Meeting Notice should be in writing and sent thirty (30) days prior to the meeting date. Notice is sent to all team members, chosen providers, and the Area Resource Specialist. Notice must include the approved funding amount.
- ☐ ISC will review and prepare a brief explanation of the incident reports, seizure logs, and current services and supports.
- ☐ ISC reviews psychological evaluation, the ICAP and other current assessments and prepares a brief summary for the team consisting of the recommendations, notable comments, strengths, weaknesses, learning style, possible reinforcement tools, motivators, behavioral concerns and psychologist's input regarding possible explanations or motivation for such behaviors.
- ☐ Functional analysis is completed prior to the annual meeting.
- ☐ Providers will prepare a summary consisting of a review of the current objective and an explanation of the participant's progress toward mastery, areas of concern or lack of progress, suggestions for development and/or adjustment of objective and a general idea of units needed for participant to be successful. Also, include information regarding appropriate supervision levels specific to the service provided. If the provider is unable to attend the meeting, a copy of the summary is to be sent to the ISC prior to the meeting to be reviewed by the team.
- ☐ ISC may complete the following sections of the plan with the participant and/or guardian prior to the meeting; the "About Me", the demographics, medical information, medications, equipment, and review the rights and responsibilities.

IPC meeting – It is preferred that the annual meeting be completed in this order

- ☐ Introductions
- ☐ Complete (or if done, review) 'About Me' section giving opportunity for clarification, additions, etc
- ☐ From the 'About Me' section identify Participant's needs and preferences
- ☐ Review summary of incident reports, seizure logs, current services and progress on objectives
- ☐ Review the psychological evaluation, ICAP, and assessments and resulting recommendations
- ☐ Identify and address any health and safety issues
- ☐ Positive behavioral support plan – functional analysis
- ☐ Discuss rights and restrictions
- ☐ Complete each page of IPC format
- ☐ Identify service types and what each provider will do
- ☐ Develop schedules reflecting needs and preferences of participant
- ☐ Develop objectives based upon assessments, baselines and task analysis
- ☐ Discuss units and supervision levels for each service, creating pre-approval form
- ☐ Signatures

DDD Team Meeting Checklist

Pre-meeting expectations

6 month review

- ☐ ISC reviews/discusses current services and providers with participant and/or guardian. Confirms provider choices and Individually-selected Service Coordinator schedules the meeting
- ☐ ISC updates the “About Me” and medical/medication sections with the participant and/or guardian prior to meeting during home visits.
- ☐ Team Meeting Notice should be in writing and sent thirty (30) days prior to the meeting date. Notice is sent to all team members, chosen providers, and the Area Resource Specialist.
- ☐ ISC will review and prepare a brief explanation of the incident reports, seizure logs, current services and supports, and unit utilization.
- ☐ Providers will prepare a summary consisting of a review of the current objective and an explanation of the participant’s progress toward mastery, areas of concern or lack of progress, suggestions for development and/or adjustment of objective and a general idea of units utilized and what units are needed for participant to be successful. Also, include information regarding appropriate supervision levels specific to the service provided. If the provider is unable to attend the meeting, a copy of the summary is to be sent to the ISC prior to the meeting to be reviewed by the team.

Six month IPC review meeting–items can be completed in any order

Purpose of this meeting is to ask and answer the question:

“Are we doing what we said we’d do in the plan?”

- ☐ Introductions
- ☐ Update the entire plan of care to reflect all changes
- ☐ Review schedules to verify that they accurately reflect the activities, timeframes, preferences and needs of the participant
- ☐ Meaningful discussion of summaries of incident reports, seizure logs, current services and progress on objectives
- ☐ Review and/or revise positive behavioral support plan
- ☐ Review rights and modifications/restrictions
- ☐ Address health and safety issues
- ☐ Determine what assessments will need to be completed prior to the next annual meeting
- ☐ Signatures